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OC M76-683  
2 November 1976

MEMORANDUM FOR: Chief of Operations  
Chief, Communications Engineering  
Chief, Communications Services  
Chief, [REDACTED] OC-O  
Chief, Communications Security Staff  
Chief, Programs & Budget Staff, OC

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STAT FROM : [REDACTED]  
Deputy Director of Communications

SUBJECT : OC ADP Management and Operations Applications

1. It has been some time since the last office-wide review of ADP applications. At our current rate of use of ODP resources, we are spending around \$300,000 annually on ADP applications. There is a distinct possibility that use of these resources may be costed to future individual office budgets. Whether or not this comes about, the resources are being used, the cost to the taxpayer is real, and it is incumbent upon us to sort out our priorities with a view to discontinuing any applications which are of marginal utility or which are of such little benefit that the cost cannot be justified.

2. The Chairman of the OC ADP Committee has been asked to coordinate an office-wide effort to establish relative priorities for our ADP applications. The ADP Committee will be asked to review all ADP applications and to establish these priorities. In preparation for this review, addressees should determine all current and planned use of ADP resources by their component, provide a list of these applications to the Chairman of the OC ADP Committee and be prepared to justify each application during the review. The list should be forwarded by 29 November.

3. OC ADP Committee meetings will be called starting mid-December to review and establish priorities for individual applications.

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